



REVISED:  
07/01/2012

JOB TITLE:	ASSISTANT DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8096
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Completes and maintains the program application and agreement with Kentucky Department of Education; supervises the management of school service sites to ensure compliance with federal and state regulations; oversees department office management; formulates and supervises Summer Food Service Program and department contracts with district programs; supervises department consultants; and oversees regulatory program operations in absence of the director.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Prepares, submits and maintains, according to appropriate schedule, the Kentucky Department of Education application and agreement for all department programs
- Assumes responsibility for the interpretation of federal and state regulations for the development of district policy and the dissemination of such information to district personnel
- Institutes the planning, development and implementation of new projects and programs for districtwide adaptation and oversees compliance standards for such programs
- Monitors and adjusts the labor hours in each location to assure compliance with Kentucky Department of Education guidelines
- Monitors the performance of school service site programs and works with assigned staff and site principals to ensure operations meet the performance objectives of the program
- Oversees the department's compliance and regulatory operations in the absence of the director
- Supervises and evaluates the work performance of the assigned staff
- Instructs staff in managerial and nutrition policy and procedures
- Coordinates and supervises management practices and procedures of school serving kitchens operating under the National School Lunch Act
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in education, business or food management
- Five (5) years successful managerial experience in food service programs
- Ability to communicate professionally
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS
School Nutrition Specialist Credential or Level 2 School Nutrition Association Certification
Professional training in food service areas
Knowledge of policies and procedures of the school district
Five (5) years successful administrative experience in public education or communications
Registered Dietician